ADDENDUM NO 4
FOR
NICHOLLS STATE UNIVERSITY
THIBODAUX, LOUISIANA
05/22/2020

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SB01795 – Copier Management Program   **Bid Due at 3:00 PM on 06/04/2020**

<u>**Purpose of Addendum:**</u>

1) **Change In specifications**

Page 3 of 9 – Departmental copiers, replace with the following:

DEPARTMENTAL COPI<u>ERS</u>

Segment	Estimated No. of <u>Machines Needed</u>	Minimum *<u>Required PPM</u>
Segment DI-(w/coin op)	2	20+
Segment DI – A	29	20+
Segment DII	12	30+
Segment DIU	19	30+
Segment DIV	20	50+
Segment DV (Color)	3	40+
		40+
Segment PI (Student Printing Black/White)	4	35+

Page 4 of 9 - Equipment Minimum Specifications Changes -

Segment DI-A 20+ Pages Per Minute or better is acceptable-

Segment DIV -50+Pages Per Minute is acceptable –

Segment P1 – 35+ Pages Per Minute is Minimum acceptable

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2) **Revised bid form:**

   A revised bid form has been completed and is attached to this addendum.

   The revised bid form will allow for a bidder to:

   A) Bid cost per copy

   B) 1-Bid a monthly minimum with a monthly minimum allowance of copies per month
      + Overages (if any)

   2-Bid a monthly minimum rental with no monthly minimum allowance + cost per copy

   Bidders have the opportunity to bid only one of the options, or bid a combination of the options.

   The bid will be awarded to a single vendor based on the lowest total cost bid submitted that meets the minimum equipment specifications.

3) Bidder Information: If you have already submitted a bid, under the procurement code, you may withdraw that bid and you may submit a new bid. Bidder shall e-mail Director of Purchasing to officially withdraw any previous bid submitted. The e-mail shall be attached to the bid in the possession of the University and will be replaced by the new bid submitted in accordance with the revisions to the revised specifications and bid form. The new bid shall be delivered in a sealed envelope. The bid that is withdrawn remains in the possession of the University, un-opened.

RECEIPT OF ADDENDUM SHOULD BE ACKNOWLEDGED WITH THE RESPONSE TO THE BID. FAILURE TO ACKNOWLEDGE ADDENDA MAY BE CAUSE FOR BID NOT TO BE CONSIDERED.

Terry G. Dupre
Director of Purchasing, Property Control
and Support Services Administration

Bid Item 1: SEGMENT DI - 2 required - Estimated Annual Total Copies 1,454

Cost per copy bid

A - Cost Per Copy Price	B - Estimated Annual Total of Copies	C - Estimated Total Annual Cost A X B
$	x 1,454 =	$

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with **NO** Monthly Minimum Copies Included

A	B	C	D	E	F	G	H	I	J	K
Number of copies allowed per month (Monthly Minimum allowed) **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Minimum Cost per machine per month = A X B **OR** Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 2 Machines X 12 Months **DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM**	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR **TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING** Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimum + Total Estimated Cost for Overages = F + J	
$	x	= $	X 12 Months $	$	1,454	$	$			

COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY

Overages Calculation (If ANY) — **DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H**

Bid Item 2: SEGMENT DIA - 29 required - Estimated Annual Total Copies 204,984

Cost per copy bid

A - Cost Per Copy Price	B - Estimated Annual Total of Copies	C - Estimated Total Annual Cost A X B
$	x 204,984 =	$

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with **NO** Monthly Minimum Copies Included

A	B	C	D	E	F	G	H	I	J	K
Number of copies allowed per month (Monthly Minimum allowed) **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Minimum Cost per machine per month = A X B **OR** Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 29 Machines X 12 Months DO NOT **COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM**	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR **TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING NO MONTHLY MINIMUM** Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimum + Total Estimated Cost for Overages = F + J	
$	x	29 =	X 12 Months =			204,984				

COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY

Overages Calculation (If ANY) — Based on estimated annual total number of copies for this segment — **DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H**

BID FORM
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
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Bid Item 3: SEGMENT DII - 12 required - Estimated Annual Total Copies 86,604

Cost per copy bid

A - Cost Per Copy Price	B - Estimated Annual Total of Copies	C - Estimated Total Annual Cost A X B
$	x 86,604	= $

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with **NO** Monthly Minimum Copies Included

	A	B	C	D	E
Cost Per Copy Price	Number of copies allowed per month (Monthly Minimum Number of Copies allowed) **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Minimum Cost per machine per month = A X B OR Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months
$	x	= $	x 12	= $	X 12 Months $

Based on estimated annual total number of copies for this segment
DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H
COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY

Overages Calculation (IF ANY)

G	H	I	J	K
Total Annual Number of Monthly Minimum Copies Allowed = B X 12 Machines X 12 Months **DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM**	Estimated Annual Overages for copies made for this Segment = H - G	Estimated Annual Overages for copies made for this Segment with no minimum number of copies A X H	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
86,604	= $	$	= F + J $	$

Bid Item 4: SEGMENT DIII - 19 required - Estimated Annual Total Copies 887,472

Cost per copy bid

A - Cost Per Copy Price	B - Estimated Annual Total of Copies	C - Estimated Total Annual Cost A X B
$	x 887,472	= $

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with **NO** No Monthly Minimum Copies Included

	A	B	C	D	E	F
Cost Per Copy Price	Number of copies allowed per month (Monthly Minimum Number of Copies allowed) **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Minimum Cost per machine per month = A X B OR Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Minimum Cost All Machines = E X 12 Months = E X F
$	x	= $	x 19	= $	X 12 Months $	$

Based on estimated annual total number of copies for this segment
DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H
COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY

Overages Calculation (IF ANY)

G	H	I	J	K
Total Annual Number of Monthly Minimum Copies Allowed = B X 19 Machines X 12 Months **DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM**	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies to be made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
887,472	= $	= $	= $	$

Bid Item 5: SEGMENT DIV - 20 required - Estimated Annual Total Copies 2,123,076

Cost per copy bid

A - Cost Per Copy Price		B - Estimated Annual Total of Copies		C - Estimated Total Annual Cost A X B
$	X	2,123,076	=	$

OR Monthly Minimum Bid

Monthly Minimum Calculation **OR** Monthly Minimum Rental with **NO** No Monthly Minimum Copies Included

	A	B	C	D	E	F	G	H	I	J	K
A	Number of copies allowed per month (Monthly Minimum Number of Copies allowed) **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Minimum Cost per machine per month = A X B **OR** Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 20 Machines X 12 Months **DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM**	Estimated Annual Overages for copies made for this Segment = H - G	Estimated Total Annual Cost (C- Black Estimated Total Annual Cost) + (C - Color Estimated Total Annual Cost)	Total Estimated Annual Cost for Overages = A X I OR **TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING** Monthly Minimum Rental with no minimum number of Minimums + Total Estimated Cost for Overages = F + J
$	X		20	= $	X 12 Months = $	2,123,076	= $	= $	$

Overages Calculation (IF ANY)
Based on estimated annual total number of copies for this segment
DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H
COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY

Bid Item 6: SEGMENT DV - 3 required - Estimated Annual Total Copies Black 42,204 Color 33,876

Cost per copy bid

A - Cost Per Copy Price-BK		B - Estimated Annual Total of Copies		C - Black Estimated Total Annual Cost A X B
$	X	42,204	= $	

A - Cost Per Copy Price-Color		B - Estimated Annual Total of Copies		C - Color Estimated Total Annual Cost A X B
$	X	33,876	= $	

OR Monthly Minimum Bid - Black Copies

Monthly Minimum Calculation **OR** Monthly Minimum Rental with **NO** Monthly Minimum Copies Included

	A	B	C	D	E	F	G	H	I	J
A	Number of copies allowed per month (Monthly Minimum Number of Copies allowed) **DO NOT COMPLETE IF BIDDING**	Minimum Cost per machine per month = A X B **OR** Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 3 Machines X 12 Months **DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH**	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR **TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING BASE RENTAL WITH** Monthly Minimum Rental Minimums + Total Estimated Cost for Overages = F + J
$	X		3	X	= $	= $	42,204	=	$

Overages Calculation (IF ANY)
Based on estimated annual total number of copies for this segment

Bid Item 6: SEGMENT DV - 3 required - Estimated Total Annual Copies Black 42,204 Color 33,876

Continued Monthly Minimum Color Copies

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included

COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES
DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H
PER MONTH AND COST PER COPY

Overages Calculation (If ANY)
Based on estimated annual total number of copies for this segment

	A	B	C	D	E	F	G	H	I	J	K
	Number of copies allowed per month (Monthly Minimum allowed) **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Number of Copies allowed **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Minimum Cost per machine per month = A X B OR Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 3 Machines X 12 Months **DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM**	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Estimated Total Annual Cost = (K - Black Estimated Total Annual Cost) + (K- Estimated Total Annual Cost)	Total Estimated Annual Cost for Overages = A X I OR **TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental** with no minimum number of copies A X H
Cost Per Copy Price	$		$		$	$	33876	$	$	$	$
	X		= $	X 3 =	= $	X 12 Months = $	=				= F + J

Bid Item 7: SEGMENT PI - 4 required - Estimated Annual Total Copies 200,000

Cost per copy bid

A - Cost Per Copy Price		B - Estimated Annual Total of Copies		C - Estimated Total Annual Cost A X B
$	X	200,000	=	$

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included

COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES
DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H
PER MONTH AND COST PER COPY

Overages Calculation (If ANY)
Based on estimated annual total number of copies for this segment

	A	B	C	D	E	F	G	H	I	J	K
	Number of copies allowed per month (Monthly Minimum allowed) Number of Copies allowed **DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL**	Minimum Cost per machine per month = A X B OR Minimum Monthly Rental **ONLY** with **NO** Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 4 Machines X 12 Months **DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM**	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR **TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING NO MONTHLY MINIMUM**	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages
Cost Per Copy Price	$	$		$	$	200,000	$	$	$	$
	X	= $	X 4 =	= $	X 12 Months = $	=				= F + J

BID SUBMITTED BY: _____

NAME OF FIRM: _____

TELEPHONE: _____

EMAIL: _____

ACKNOWLEGEMENT OF ADDENDA. # _____ # _____ # _____ # _____
Bidders should acknowledge addenda on this bid form. Failure to acknowledge addenda may be cause for bid not to be considered